



HandsOn Program Coordinator (Adult Programs)

United Way of the Battle Creek and Kalamazoo Region

The United Way of the Battle Creek and Kalamazoo Region is seeking a HandsOn Program Coordinator (Adult Programs) to join their team! This position will be based in Battle Creek, Michigan.

Position Summary: This position, reporting to the Executive Vice President/COO, is responsible for planning and executing all volunteer services programs with a focus on adult and family programming.

Job Responsibilities:

- Participates in community activities, as well as actively engage volunteers, community organizations, and local companies around volunteer activities and programs.
- Plans and coordinates quarterly community volunteering projects (Spontaneous Volunteer Unit).
- Develops the essential knowledge of the agency's volunteer database (HandsOn Connect).
- Recruits, matches, and places adult and family volunteers with appropriate placements.
- Works with the United Way of the Battle Creek and Kalamazoo Region in coordinating the Days of Caring program/event.
- Plans and implements projects for national days of service (Martin Luther King, Jr. Day of Service, Make a Difference Day, Etc.).
- Serves on local festival committees (Cereal Festival, International Festival of Lights, etc.).
- Works cooperatively and in partnership with other agencies and organizations.
- Coordinates local volunteer coordinator meetings.
- Coordinates advertising/marketing of volunteer opportunities.
- Represents the organization at community events, workshops, and presentations.
- Collects and reports data for state association quarterly reports and HandsOn Network annual reports and assists with grant reporting.
- Contacts organizations that are not currently active on HandsOn Connect and encourages them to join.
- Recruits new agencies to register their volunteer opportunities on HandsOn Connect
- Responds to inquiries from volunteers looking for opportunities. Works to match the skills and abilities of individual volunteers with the organizations that need support.
- Ensures that donor contributions, compensation, and other financial data are kept confidential.
- Performs other related duties as assigned.

Qualifications:

- This individual must be highly motivated, dynamic, and able to build positive, productive, long-term relationships with community organizations and individual volunteers.
- Experience working with volunteers
- Experience in event management
- Outgoing personality that works well with a variety of people
- Self-motivated and able to plan and execute own workload
- Excellent communication skills (including oral, public speaking and writing)
- Ability to work in a team environment

- Strong working knowledge of Microsoft Windows including: Word, Excel, Outlook, and PowerPoint programs. Experience working with the Internet and website functionality is required.
- Personal volunteer experience is a plus.
- Strong written and verbal communication skills are required in order to communicate effectively both inside and outside of the organization.
- Excellent organizational skills are necessary in order to support the division, schedule events, and multi-task effectively.
- Bachelor's degree in human services, communication, marketing, or a related field is preferred.
- Positive, professional personality that appropriately represents the United Way
- The ability to maintain the confidentiality of highly sensitive information

Interested applicants please apply online at: <http://tinyurl.com/UWayCoord>